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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

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DATE: 7 July 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #27

1. In-Basket Problem

[redacted] reports that Colonel White has expressed some interest in a possible seminar for senior support officers. She asked for a sample "in-basket" problem that might be used in such a seminar. A problem on travel designed for her purposes was sent to her 5 July. Meanwhile, we understand that [redacted] is considering the use of the "in-basket" approach to some of the administrative materials presented in her budget and ops support courses.

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2. Instructional Techniques Courses

[redacted] conferred on 5 July relative to the evaluation material to be presented at future ITC's for language instructors. It was agreed that [redacted] would visit several language sessions this week to provide background for his future presentations. After [redacted] observes a few sessions, [redacted] will again compare notes and decide on the evaluation procedures and techniques training material for future language instructor groups.

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On 6 July [redacted] discussed plans for future Instructional Techniques Courses for language instructors. In view of the unique needs of language instructors, they mutually agreed on some modifications of the initial ITC for LAS, including the addition of a few new topics or subjects. [redacted] also conferred with [redacted] relative to the material on evaluation for future ITC's.

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3. Reserve Officer Training

[redacted] called 6 July for information concerning the cancellation of reserve officer training [redacted]. He wanted the information in order to brief Colonel White. The latter has received a "protest" from Robert Amory, Jr., who commands the CIA Army Reserve Unit, in connection with the cancellation of the courses. [redacted] said he did not know how strong Mr. Amory's protest is or how far he is likely to pursue it.

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4. Personnel

is on his two-week annual reserve training duty.

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continues in attendance at the DD/S Writing Workshop.

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